**3 MONTHS BEFORE CAMP**

\_\_ Submit Camp Proposal to advisor and county director

\_\_ Meet with community partners, schools, and current 4-H members

\_\_ Submit facility use forms to school districts

\_\_ Select dates and locations based on response from school districts or other partners

\_\_ Set a budget for camp. Include expenditures such as program fees for volunteers and project materials

\_\_ Set a goal of children you want to reach and recruit enough volunteers to meet the 4-H ratios

\_\_ Promote volunteering opportunities to teens and adults in the community  
  
\_\_ Distribute flyers around the community promoting the camp dates

**2 MONTHS BEFORE CAMP**

\_\_ Set a date for volunteer training   
  
\_\_ Select camp content

\_\_ Create and distribute flyers for camp   
  
\_\_ Promote volunteering opportunities to teens and adults in the community  
  
\_\_ Distribute flyers around the community promoting the camp dates

**1 MONTH BEFORE CAMP**

\_\_ Enroll members as enrollment forms arrive

\_\_ Promote camps at 4-H clubs, schools and community organizations   
  
\_\_ Order materials and sports equipment needed to complete projects

\_\_ Host training session for volunteers and assign duties as needed  
  
**2 WEEKS BEFORE CAMP**

\_\_ Host walkthrough session for volunteers, preferably at the location where camps will take place   
  
\_\_ Assign campers onto groups based on age and preferences

\_\_ If needed, do one more promotional push around the community   
  
**1 WEEK BEFORE CAMP**

\_\_ Check all equipment  
   
\_\_ Send camp reminders to families via text, email or phone call  
  
\_\_ Check in with camp leaders

**WEEK OF CAMP**

\_\_ Visit camps as needed  
  
\_\_ Help with enrollment of drop ins